



CAREER OPPORTUNITY

United States Bankruptcy Court Central District of California

Los Angeles Division
255 E. Temple Street
Los Angeles, CA

Santa Ana Division
411 West Fourth Street
Santa Ana, CA

Riverside Division
3420 Twelfth Street
Riverside, CA

San Fernando Valley
21041 Burbank Boulevard
Woodland Hills, CA

Northern Division
1415 State Street
Santa Barbara, CA

BASIC INFORMATION

Position: Courtroom Deputy
(Internal Clerk's Office Applicants Only)

Location: Riverside

Salary: CL 27 \$ 63,990 - \$ 104,053

Announcement: 23-04

Opening Date: August 4, 2023

Closing Date: August 18, 2023

POSITION OVERVIEW

The Courtroom Deputy works in a team-based environment and serves as the primary liaison to assigned judges and is responsible for managing the judge's calendar.

The Courtroom Deputy performs the following duties: managing the judge's cases by calendaring and monitoring case progress; monitoring the filing of pertinent documents and timely responses to judicial orders; setting dates and times for hearings, trials, and conferences; making summary entries of all documents and proceedings; closing cases; preparing and transmitting notices, judgments, and orders; processing, sorting, and routing documents; answering inquiries from trustees, attorneys, and the public; examining bankruptcy documents for compliance with Local Rules and the Bankruptcy Code; operating court recording and video conferencing equipment; coordinating, scheduling, and providing support for Zoom hearings that may include several participants; labeling, and controlling hearing data; and preparing written requests for transcripts. Extensive interaction with the assigned judge is required.

QUALIFICATIONS

To qualify for the position of Courtroom Deputy, an applicant must possess two (2) years of specialized experience, which includes one (1) year of specialized experience at the CL 24 or CL 25 level and one (1) year of specialized experience at the CL 26 level. Specialized experience is progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Applicants must have the ability to professionally represent the court in communications with attorneys, trustees, debtors, and the public; handle a large volume of work and be able to plan, organize, and prioritize work; be detail oriented; perform duties according to the assigned Judge's preferences; and work successfully within a versatile team environment. Applicants must possess a solid understanding of local bankruptcy rules/code and be proficient in operational procedures and processes. Skill in the use of Windows based productivity software and web browsers such as the Microsoft Office (MS) Suite and Internet Explorer required. Experience in coordinating and supporting Zoom hearings required.

EDUCATION

Completion of a bachelor's degree in business, accounting, public administration, or related field is highly desirable. Education in an accredited college or university institution may be substituted for general experience on the basis of one academic year (30 semester or quarter hours) equals nine months of experience. High School Diploma, GED, or the equivalent is required.

PLEASE NOTE: Education transcripts must be submitted for verification prior to the start of employment.

BENEFITS

The Judiciary offers a generous benefits package to its employees which may include:

- 11 paid holidays per year
- 13 days of paid vacation (for the first three years)
- 20 days paid vacation (after three years)
- 26 days paid vacation (after fifteen years)
- Medical coverage with a government contribution (choose from a variety plans, health premiums may be deducted as pre-tax dollars, optional participation)
- Vision and dental insurance
- Life insurance program with government contribution (optional participation)
- Long-term disability insurance for employee and eligible family members (optional participation)
- Long-term care insurance (optional participation)
- Flexible Spending Account (pre-tax contributions for health/dependent care/transportation expenses, optional participation)
- Public transportation subsidy (dependent on fiscal year funding)
- Federal Employees Retirement System (FERS)*
- Thrift Savings Plan (employee matching, similar to 401K, optional participation)
- Student Loan forgiveness is available to those qualified, pursuant to the terms of the Public Service Loan Forgiveness (PSLF) program.

INFORMATION FOR APPLICANTS

Applications should be submitted by email to HRApplications@cacb.uscourts.gov. Attached documents must be in PDF format and the email should reference the *position title and vacancy no.* in the subject line. Applications may be mailed or submitted in person to the Human Resources Department located at 255 East Temple Street, 10th Floor, Los Angeles, CA 90012.

The Court reserves the right to modify the conditions of this job announcement, withdraw the job announcement, or fill the position(s) sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written or other notice. Temporary positions may be converted to permanent without further competition. This job announcement may involve filling more than one position described herein. This position is subject to mandatory EFT participation for payment of net pay (i.e., Direct Deposit). Successful applicants selected for interview may be required to respond to a written questionnaire. The United States Bankruptcy Court is an at-will employer and requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. The final candidate will be subject to a records check with law enforcement agencies. Verification of employment eligibility according to the Immigration Control and Reform Act of 1986 will be required of all new employees of the Bankruptcy Court.

The United States Bankruptcy Court is an Equal Opportunity Employer. The [Ninth Circuit EEO Plan](#) is available for review upon request. We appreciate your interest in employment with the United States Bankruptcy Court.